

Commonwealth of Pennsylvania Application for Employment

We appreciate your interest in the Office of Attorney General and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history is essential in order for us to consider you for employment. Please type or print legibly in ink. Resumes are not considered a substitute for complete answers. The use of this form does not mean there are any available positions nor in any way obligates the Office of Attorney General. We hire only United States citizens and aliens lawfully authorized to work in the United States.

The Office of Attorney General is an equal opportunity employer and complies with the Americans With Disabilities Act (ADA) by providing equal opportunity

for qu	alified appl	icants with a disabil	lity.						1	\bigcap 0	000		+		-
1. OFF	ICIAL USE								,	Lowell ATTO	Z () RNEY GI	ENERAL	×		
2. NAN	1E	Last		F	First			MI		3. SOCIA	L SECUR	ITY NUME	BER		
4. MAII	LING ADDR	ESS	ļ	No.	St	reet					City				
County State			;	Zip Code			5. TELEPHONE NUMBER (Home) 6. TELEPH				PHONE	ONE NUMBER (Work)			
7. ARE YOU A UNITED STATES VETERAN? □Yes □No			PEN	8. HAVE YOU EVER BEEN EMPLOYE PENNSYLVANIA? If yes, by what agency?			YED	BY THE COMMONWEALTH OF □Yes □No					From Mo. & Yr.	To Mo. & Yr.	
9. COL	JNTY WHEF	RE YOU WILL ACC	EPT EMPLO	YMENT	10. EMPL		NT P	REFERE	NCE (_	
□Statewide □Centre □Allegheny □Dauphin □Bucks □Erie □Butler □Lackawanna □Cambria □Lehigh			□Luzern □Lycon □Montg □Philac □Westr	ning gomery	□ Attorney □ Narcotics Agent □ Consumer Protection A □ Special Agent/Medicaid □ Special Agent/Criminal □ Special Agent/Insurance □ Special Agent/Environm □ Special Agent/Regulato			icaid Frau iinal Inves rance Fra ronmenta	aid Fraud				□Legal Intern □Nonpaid Intern □Clerk □Clerk Typist t □Clerk Stenographer □General Laboring □Other (Specify)		
] Permanent	AILABLE FOR (Che Full-Time □Tempo Part-Time □Summ	orary Full-Tin	ply) 11B.	MINIMUM S YOU WILL A			THE	OFFI	CE OF AT	ATIVES C TORNEY (relationsh	SENERAL		PLOYED B\]Yes □I	
HIGH SCHOOL EDUCATION	12A. DID YOU GRADUATE OR DO YOU HAVE A GET DIPLOMA? □ Yes □ No □ Still attending If no or still attending, highest grade completed High school curriculum □ Academic □ Business □ Other (specify)						Street City State					ENDED	Zip Code		
HOOL,					nine months,					Years mpleted	Credits Completed Semester Quarte Hours Hours		uarter	Type of Degree (BA, etc.)	Year of Degree
COLLEGE, LAW SCHOOL, OR POST-HIGH SCHOOL EDUCATION															
					dits Completed							Credits Completed			
12D. UNDERGRADUATE FIELD(S) OF STUDY Semes Hours			Semester Hours		rter ours	12E.	12E. GRADUATE FIELD (S) OF STUDY						emester Hours	Quarter Hours	

This Application must be returned to the Office of Attorney General, Human Resources Section, 14th Floor, Strawberry Square, Harrisburg, PA 17120, and will make you eligible for employment for a period of one year.

12F. OTHER SCHOOLS OR TRAII school, dates attended, subjection								code, if I	known) of	
3A. SPECIAL QUALIFICATIONS AND SKILLS WITH MACHINES AND EQUIPMENT (office, industrial						al, printing, etc.) 13B. APPROXIMATE NUMBER Typing			ORDS PER MINUTE orthand	
13C. CURRENT LICENSES OR CEL	Paralegal)	egal) 14. IF YOU ARE APPLYING FOR A POSITION THAT RI LICENSE, DO YOU POSSESS A LEGAL AND CUR Tyes If yes, indicate class								
				_	□No	□1 - C	ar or light duty truck	□ 2&3	- Trucks	
15. LIST YOUR EXPERIENCE REC title and duties changed in the co security number on each addition MAY INQUIRY BE MADE OF YOU	ourse of your work with nal sheet. If an attorney	one employer, describe the o	changed duties i	in a ne nenta	ew block. A I Application	ttach addition	onal sheets, if needed. Inc ey and Legal Intern Positio	clude yo ons in l <u>ie</u>	ur name and social u of No. 15.	
15A. NAME AND ADDRESS OF EM (include zip code, if known)	PLOYER'S ORGANIZA	ATION	Dates employed (give month & year) From To				Average number o	Average number of hours per week		
			Salary or earnings				Your reason for wanting to leave			
			Beginning \$	_	per		Tour reason for we			
			Present S		per					
Exact title of your position	Name of imme	ediate supervisor	Area Code	Tel	ephone No	. N	Number and kind of emplo	yes you	supervise	
Description of duties and accomplishm	nents in your work									
	,									
			1							
15B. NAME AND ADDRESS OF EM	PLOYER'S ORGANIZA	ATION	Dates employed (give month & year)				Average number o	f hours	oer week	
(include zip code, if known)			From To							
		Salary or ea		•			Your reason for lea	aving		
			Beginning		per					
			Ending	\$	per					
Exact title of your position	Name of imme	ediate supervisor	Area Code	Tel	ephone No	. N	Number and kind of emplo	yes you	supervised	
Description of duties and accomplishm	nents in your work									
Any additional work experience must be	ne added on a separate	sheet of 8 1/2 x 11 white pa	iner Be sure to	print	Include vo	our name so	ocial security number and	same in	formation as	
requested in questions 15A and B.	·	·		•						
	ANSWER	ITEMS 16 THROUGH 19 B	Y PLACING AN	"X"	IN THE PRO	OPER BOX	ES			
16. ARE YOU A UNITED STATES CITIZEN?	17. WITHIN THE I	LAST FIVE YEARS HAVE Y S □No	OU BEEN FIRE	ED FR	ROM ANY J	OB FOR AN	NY REASON?			
□Yes □No	18. WITHIN THE I	AST FIVE YEARS HAVE Y	OU QUIT A JO	B AF	TER BEING	NOTIFIED	THAT YOU WOULD BE	FIRED?	•	
If no, are you an alien	□Yes	□No								
lawfully authorized to work in		swer to 17 or 18 is yes, give ch case. This information s								
he United States? and reasons in each case. This information should agree with your answers in Section 15. A conviction or a firing does not necessarily mean you cannot be appointed. The nature of the conviction or firing and how long ago it occurred is important. Give all the facts on a separate sheet of paper so that a decision can be made.										
		· ·								
19. WERE YOU EVER CONVICTED (Omit minor traffic violations and any coffense is not a bar to employment in a survey when the survey were survey with the survey	offense committed befor	e your eighteenth birthday w	which was finally	settle	ed in a juve	nile court or	under a youth offender lav	w. Conv	viction of a criminal	
20. REFERENCES: List three persons repeat names of supervisors listed und		•				ind fitness fo	or the position for which yo	ou are ap	oplying. Do not	
Full Name Years Kno		Present Business or Home (Number, Street, City, State a					Business or Occupation		Telephone	
CERTIFICATIO	N	SIGNATURE OF A	PPLICANT (IN	INK)				DA	TE	
I certify that all of the statements made by correct to the best of my knowledge and be faith. Any misstatements or omissions	me are true, complete and elief, and are made in good									
cause for dismissal.										

Office of Attorney General SUPPLEMENTAL APPLICATION FOR ATTORNEY AND LEGAL INTERN POSITIONS

NAM	IE Last			Firs	st	МІ		SOCIAL SECURI	TY NUMBER
MAIL	ING ADDRE	SS	No.	Street	Cit	у	State		Zip Code
CHE	CK LEGAL E	MPI OYN	IENT PREE	FRENCES					
					sion if you are intere	ested in a specific Sec	tion position	and/or area of law	
		-	RIMINAL		CIVIL L			LIC PROTECTION	
					GENERAL	INSTRUCTIONS			
	complet better as not refer Complet employn Experier Any add informat	ed by app ssess you r to resun te a separ nent char nce" sect itional wo tion as re	olicants for it knowled ne. Please rate "Work nges with the ions may b ork experie equested in	attorney and legge, skills, and all type or print legger. Experience" see the same employ be completed for the completed for the same employ and section C. A	gal intern positions voilities as they apply gibly in ink. action for each positier if they resulted in a significant nonworded on a separate shaw school transcri	ed in conjunction wit with the Office of Attor to potential and actua- ion you have held. Co significant changes o rk-related positions h neet of paper. Include pt is required for all a falsification may be	mey General. I al employment omplete a sep- of duties and re- teld with profe e your name, s applicants wh	The information protection of the comportunities. Comportunities. Comportunities arate "Work Expensional civil or other comportunities are comportunities. The comportunities are comportunities are comportunities. The comportunities are comportunities are comportunities are comportunities. The comportunities are comportunities are comportunities are comportunities.	ovided will help us omplete in full. Do rience" section for so, separate "Work her organizations.
SEC	TION A.								
-	Date of admission to Supreme Court of Pennsylvania If not admitted, when do you intend to take the Bar Examination?				Have you ever been subject to disciplinary action by the Disciplinary Board of the Supreme Court of Pennsylvania, or similar body of another state or any professional body?				
_						☐Yes ☐ No I	f yes, give deta	ils on a separate sh	eet of paper.
3. F	Professional a	ssociation	is						·
					LEGAL	L EDUCATION			
	TION D								
	TION B.	attended							
	lame			Address		Years Attended		Degree	Date of Receipt
2. (Class rank Top 5% Top 10%	% <u> </u>	Fop Third Fop 50% Lower 50%		hool honors and awar ample: Law Review, v	rds winner of Moot Court co	ompetition, writ	ing, prizes, etc.)	
4. L	aw school ac	tivities and	d members	hips		5. What areas o	f law did you er	njoy most at law sch	ool?
	Other legal ac Examples: ad			n, seminars atter	nded, articles publishe	ed, teaching experience	e, etc.)		

WORK EXPERIENCE

		WORK EXPERIENCE					
SECTION C.	May inquiry be made of your p	oresent employer regarding your character, qualific	ations, and record of employment?				
1. Name and	address of employer		Type of organization Governmental body Private law firm Other (specify) Sole practitioner				
Your position tit	ie	Total number of personnel you supervise					
Name and title	of immediate supervisor		Total number of legal personnel you supervise				
Dates employed	d (give month and year) To	Average number of hours per week	Other earned income including commissions, bonuses, teaching, etc.				
Salary or earnir	ngs	Your reason for wanting to leave					
Beginning \$	Per						
Ending \$	Per						
achievements.)	ddress of employer	types of work performed; knowledge, skills and abi	Type of organization Governmental body Other (specify) Private law firm Sole practitioner				
Your position titl	e		Total number of personnel you supervised				
Name and title o	f immediate supervisor		Total number of legal personnel you supervised				
Dates employed	l (give month and year) To	Average number of hours per week	Other earned income including commissions, bonuses, teaching, etc.				
Salary or earnin	gs	Your reason for leaving					
Beginning \$	Per						
Ending \$	Per						
Description of wachievements.)	ork performed (Please include	types of work performed; knowledge, skills and abil	lities utilized; specific responsibilities, projects, cases and				

RESEARCH QUESTIONNAIRE

The Office of Attorney General wants to be certain that the recruitment and hiring of employees is fair for everyone. Please be advised that the information requested below will be kept confidential and will not affect your chances for employment. This information is voluntary; your answers will be used for research purposes and to help assure equal employment opportunities.

Sex	Male	Female	Date of Birth
	BLACK/AFRICAN AME in any of the black racial gr	`	ISPANIC ORIGIN): Persons having origins
	HISPANIC: Persons of Me Spanish culture or origin, re	· · · · · · · · · · · · · · · · · · ·	Cuban, Central or South American, or other
	WHITE (NOT OF HISPA) of Europe, North Africa, or		ns having origins to the original peoples
		0 0	n any of the original peoples of North America, bal affiliation or community affiliation.
		Subcontinent, or the Pa	ving origins in any of the Far East, acific Islands. This area includes, for example, Samoa.